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**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING
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"Connecting communities and improving the lives of all generations"

Otto Solórzano
Acting Director

June 04, 2019

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

34 June 4, 2019

CELIA ZAVALA
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**AUTHORIZE WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES TO AWARD
AND EXECUTE FY 2019-20 NONCOMPETITIVE (SOLE SOURCE) SUBAWARDS FOR
SUPPORTIVE SERVICES PROGRAM AND ELDERLY NUTRITION PROGRAM SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

The County of Los Angeles' Workforce Development, Aging and Community Services (WDACS) seeks approval and delegated authority to award and execute noncompetitive (sole source) Subawards for the Supportive Services Program (SSP) with six (6) current governmental Subrecipients, award and execute a sole source Subaward with the City of Norwalk for the Elderly Nutrition Program (ENP), and execute amendments with these Subrecipients, as needed, during the Subaward term.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and authorize WDACS Acting Director, or designee, to award and execute SSP sole source Subawards for the term effective July 1, 2019 through June 30, 2020, and subsequently execute up to three (3) annual renewal options for maximum Subaward terms of four (4) years, with six (6) current governmental Subrecipients (City of Alhambra, City of El Monte, City of Gardena, City of Glendale, City of Inglewood, and City of Norwalk) in accordance with SSP regulations for an anticipated combined annual amount of \$359,000 (see Attachment I). Allocations to the Subrecipients are subject to the availability of funding and are contingent upon each Subrecipient's performance in meeting the goals of SSP, as well as each Subrecipient's adherence to its Subaward terms. WDACS will obtain County Counsel approval as to the form of the Subawards prior to their execution, and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize WDACS Acting Director, or designee, to award and execute an ENP sole source Subaward for the term commencing on July 1, 2019 through June 30, 2020 with a governmental Subrecipient (City of Norwalk) in accordance with ENP regulations for an anticipated amount of \$603,000. Allocation to the Subrecipient is subject to the availability of funding and is contingent upon Subrecipient's performance in meeting the goals of ENP, as well as Subrecipient's adherence to its Subaward terms. WDACS will obtain County Counsel approval as to the form of the Subaward prior to its execution, and shall provide written confirmation to CEO within thirty (30) working days of completing this action.

3. Approve and authorize WDACS Acting Director, or designee, to execute amendments with these Subrecipients, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated Federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, Nutrition Services Incentive Program funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance, provided that: (a) the total allocation does not exceed available funding; (b) WDACS obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) WDACS provides written confirmation to the CEO within thirty (30) working days of completing this action.

4. Approve and authorize WDACS Acting Director, or designee, to increase or decrease each Subrecipient's unit rates for SSP Subawards at the sole discretion of WDACS subject to the availability of funding and/or Subrecipient's performance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

WDACS has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all geographic areas of the County, except for the City of Los Angeles, which is served by another government entity. WDACS receives funding from CDA to administer various social service programs, including SSP and ENP, which WDACS contracts to service providers. SSP Services include Case Management, Homemaker, Personal Care, Respite Care, Alzheimer's Day Care Services, and Registry, which are collectively designed to assist Clients in avoiding premature or inappropriate institutionalization as well as assist Clients in long-term care institutions who are able to return to their communities. ENP Services are designed to maintain and/or improve the physical, psychological, and social well-being of older individuals by providing congregate meals served to clients in a group setting at numerous meal sites; home-delivered meals delivered to homebound clients; and, telephone reassurance, which provides regular contact and safety checks on homebound clients.

Based on the SSP and ENP regulations (Title 22 California Code of Regulations Section 7360 (Noncompetitive Awards)), WDACS is authorized to noncompetitively award these Subawards when they are made with another government entity and will result in cost savings. As such, WDACS seeks your Board's approval to award the SSP Subawards to the six (6) governmental Subrecipients because we have negotiated favorable rates and cost savings with each; additionally, these Subrecipients have the experience and knowledge in providing Program Services under their current Subawards and will continue to provide SSP Services in their areas. Since SSP Services will be provided Countywide, WDACS also released a competitive procurement for SSP Services that will be provided for the remaining areas within the County. These competitive awards will have the same term as the noncompetitive awards, and once the selection process has been completed, we will

bring our recommendations for these awards to your Board under a separate letter.

WDACS further seeks your Board's approval to award an ENP Subaward to the City of Norwalk to provide services for Norwalk residents. ENP Services within Norwalk are currently provided by another Subrecipient, the Southeast Area Social Services Funding Authority (SASSFA). During Fiscal Year (FY) 2018-19, the City of Norwalk requested the opportunity to provide these Services to its residents by contracting directly with WDACS. WDACS met with SASSFA and the City to discuss next steps in this process. Both organizations agreed to work together cooperatively to ensure a seamless transition of Services for FY 2019-20. WDACS also assessed the City of Norwalk's operations, capacity, and financial capability, and determined that the City of Norwalk has met the necessary qualifications and requirements to provide these Services. By directly contracting with the City of Norwalk, WDACS will achieve cost savings due to the favorable rates we negotiated in addition to increased levels of Service delivery.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Strategies: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services and promoting the well-being of older adults.

FISCAL IMPACT/FINANCING

SSP and ENP are financed with a combination of Federal Older Americans Act (OAA) monies including OAA Title III Part B (Supportive Services and Senior Centers) funds, OAA Title III Part C (Nutrition Service) funds, OAA Nutrition Services Incentive Program funds, State funds, and Net County Costs. The OAA monies originate from the Federal Grantor agency, United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the Federal monies to CDA, the State pass-through entity, and CDA provides this funding to WDACS to operate the Program.

The anticipated combined annual funding for the six (6) recommended SSP Subawards is \$359,000. The requested Board authority will allow WDACS to allocate funds for the SSP Subawards annually for an anticipated combined four-year total of \$1.4 million for the Subaward term of July 1, 2019 through June 30, 2023 (which includes three (3) annual options to renew). The anticipated annual funding for the ENP Subaward is \$603,000. The SSP and ENP funds are included in the final WDACS Fiscal Year 2019-20 budget; and, SSP funding for future FYs will also be included in WDACS' final budget(s).

The Federal portion of these funds has been assigned the following Catalog of Federal Domestic Assistance (CFDA) program numbers: OAA Title III B is 93.044 (Special Programs for the Aging – Title III, Part B (Grants for Supportive Services and Senior Centers)); OAA Title III C is 93.045 (Special Programs for the Aging – Title III, Part C (Nutrition Services)); and, OAA NSIP is 93.053 (Nutrition Services Incentive Program). The Federal Grantor for these funding sources is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with Board policy 5.100 (Sole Source Contracts), WDACS notified your Board on April 9, 2019 (for SSP Services) and May 2, 2019 (for ENP Services) about our intent to enter into these

sole source Subawards. WDACS received approval from the CEO as indicated in our sole source justification (Attachment II). These Subrecipients are all current providers who are in compliance with all Board and County requirements, and there are no fiscal or performance issues noted under their existing Subawards. The sole source Subawards will include standard County terms and conditions in addition to Federal and State terms and conditions that are required for WDACS to administer/operate these Programs. County Counsel has confirmed that these Subawards are not subject to the requirements for Proposition A in which living wage laws would be applicable. WDACS will obtain County Counsel approval as to the form of the Subawards prior to their execution and/or amendment.

As provided in Recommendation 4, WDACS may increase or decrease the unit rates during the term of the SSP Subawards at the sole discretion of WDACS subject to the following: availability of funding; Subrecipient's performance; the request for an increase is submitted by Subrecipient; such increase is based on actual costs incurred; and, other relevant measures to be determined by WDACS to be in County's best interests. These Subawards are cost reimbursement, which requires that total payments are based on actual costs for Services. Unit rates have been established as the method used by Subrecipients to bill for Services. The terms and conditions will include a provision for WDACS to negotiate rate decreases in the event that WDACS determines that Subrecipient's rates exceed the actual costs to provide Services.

CONTRACTING PROCESS

State regulations governing SSP and ENP, which are outlined in Title 22 California Code of Regulations Section 7360 (Noncompetitive Awards), allow an awarding agency, as defined in Title 45 Code of Federal Regulations Part 92.3 (i.e., County), to conduct a noncompetitive procurement when the awarding agency (i.e., County) authorizes this procurement method and the noncompetitive/sole source award will result in cost savings. These sole source Subawards meet both conditions in addition to an increased level of Service delivery that will be achieved under the ENP Subaward with the City of Norwalk. Upon your Board's approval of the City of Norwalk's Subaward, the current Subrecipient, SASSFA, will no longer provide these services effective July 1, 2019, at which time the City of Norwalk will commence ENP Services. WDACS has met with SASSFA and the City of Norwalk, and both organizations have mutually agreed to work together cooperatively to ensure a seamless transition of Services for FY 2019-20.

Monitoring Requirement

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by WDACS' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow for the continued provision of SSP and ENP Services to clients in the areas served by these Subrecipients. These Services provide vital support and resources to the residents of Los Angeles County (excluding the City of Los Angeles).

CONCLUSION

Upon your approval of the recommended actions, WDACS Acting Director, or designee, will proceed to execute the Subawards and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Kevin Anderson, Special Assistant, at kanderson@wdacs.lacounty.gov.

Respectfully submitted,



OTTO SOLÓRZANO

Acting Director

OS:PG:CD:TO

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

ATTACHMENT I



**COUNTY OF LOS ANGELES
WORKFORCE DEVELOPMENT, AGING AND COMMUNITY SERVICES
SUPPORTIVE SERVICES PROGRAM (SSP)
FY 2019-20 FUNDING RECOMMENDATIONS**



Subrecipient's Name	Supervisorial District (SD)				
	SD 1	SD 2	SD 4	SD 5	Total
1 Alhambra, City of				\$ 57,132	\$ 57,132
2 El Monte, City of	\$ 57,132				\$ 57,132
3 Gardena, City of		\$ 54,872			\$ 54,872
4 Glendale, City of				\$ 54,872	\$ 54,872
5 Inglewood, City of		\$ 75,186			\$ 75,186
6 Norwalk, City of			\$ 59,689		\$ 59,689
Total	\$ 57,132	\$ 130,058	\$ 59,689	\$ 112,004	\$ 358,883

4/2/2019

ATTACHMENT II SOLE SOURCE CHECKLIST

Department Name: Workforce Development, Aging and Community Services



New Sole Source Contract



Existing Sole Source Contract

Date Sole Source Contract Approved: _____

Check (✓)	JUSTIFICATION FOR SOLE SOURCE CONTRACTS Identify applicable justification and provide documentation for each checked item.
	➤ Only one bona fide source (monopoly) for the service exists; performance and price competition are not available. A monopoly is an <i>"Exclusive control of the supply of any service in a given market. If more than one source in a given market exists, a monopoly does not exist."</i>
	➤ Compliance with applicable statutory and/or regulatory provisions.
	➤ Compliance with State and/or federal programmatic requirements.
✓	➤ Services provided by other public or County-related entities.
	➤ Services are needed to address an emergent or related time-sensitive need.
	➤ The service provider(s) is required under the provisions of a grant or regulatory requirement.
	➤ Additional services are needed to complete an ongoing task and it would be prohibitively costly in time and money to seek a new service provider.
	➤ Services are needed during the time period required to complete a solicitation for replacement services; provided services are needed for no more than 12 months from the expiration of an existing contract which has no available option periods.
	➤ Maintenance and support services are needed for an existing solution/system during the time to complete a solicitation for a new replacement solution/ system; provided the services are needed for no more than 24 months from the expiration of an existing maintenance and support contract which has no available option periods.
	➤ Maintenance service agreements exist on equipment which must be serviced by the original equipment manufacturer or an authorized service representative.
	➤ It is more cost-effective to obtain services by exercising an option under an existing contract.
✓	➤ It is in the best economic interest of the County (e.g., significant costs to replace an existing system or infrastructure, administrative cost savings and excessive learning curve for a new service provider, etc.) In such cases, departments must demonstrate due diligence in qualifying the cost-savings or cost-avoidance associated with the best economic interest of the County.



Chief Executive Office

5/20/19

Date

Sole Source Justification

County of Los Angeles Workforce Development, Aging and Community Services (WDACS) receives Older Americans Act and Older Californians Act funds from its funding source, California Department of Aging (CDA), to administer Supportive Services Program (SSP) and Elderly Nutrition Program (ENP) Services throughout the County of Los Angeles, excluding the City of Los Angeles, which is served by another government entity. SSP Services, including Case Management, Homemaker, Personal Care, Respite Care, Alzheimer's Day Care Services, and Registry, are collectively designed to assist Clients in avoiding premature or inappropriate institutionalization. ENP Services are designed to maintain and/or improve the physical, psychological, and social well-being of older individuals by providing nutrition services including congregate meals served to clients in a group setting at numerous meal sites; home-delivered meals, which are delivered to homebound clients; and, telephone reassurance, which provides regular contact and safety checks on homebound clients. WDACS administers SSP and ENP through contracts (Subawards) with various contractors (Subrecipients or Service Providers), which include government entities and non-profit organizations, to provide these Services.

WDACS intends to recommend the award of noncompetitive (sole source) Subawards for SSP and ENP commencing on July 1, 2019 through June 30, 2020, with existing Service Providers, which are government entities. The SSP Subawards will include three (3) annual renewal options for a maximum Subaward term of four (4) years. WDACS/County of Los Angeles is authorized to noncompetitively award these sole source Subawards to other government entities based on the SSP and ENP regulations (Title 22 California Code of Regulations Section 7360 (Noncompetitive Awards)).

SSP Services are currently being provided by six (6) existing Subrecipients including City of Alhambra, City of El Monte, City of Gardena, City of Glendale, City of Inglewood, and City of Norwalk. These Subrecipients have established experience and knowledge in providing Program Services under their current WDACS Subawards and will continue to provide SSP Services in their respective cities.

ENP Services are currently provided by another Subrecipient in the City of Norwalk's facilities and service area. However, during Fiscal Year 2018-19, City of Norwalk determined that it will provide those Services to its residents by contracting directly with WDACS. To ensure that City of Norwalk met the criteria to provide ENP Services, WDACS conducted an analysis of its operations, capacity, and financial capability, and determined that City of Norwalk has met the necessary qualifications and requirements.

The SSP and ENP sole source Subawards will result in cost savings since WDACS has negotiated favorable rates with each of these Service Providers. Additionally, by contracting directly with City of Norwalk for ENP Services, County will not only achieve cost savings but also increased levels of Service delivery. WDACS currently contracts with these Service Providers under existing SSP Subawards and there are no fiscal or performance issues noted for any.